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AGENDA: PLANNING, ZONING & ECONOMIC DEVELOPMENT COMMISSION
Chamber Room at 425 Water Street, Lomira
April 27, 2022 6:30pm

Call to Order

Roll Call

Donald Luedtke
Rick Pribnow
Scott Ritger
Larry Fleischman
Peter Kuen
Jim Koenigs
Lloyd Hanke

Discuss and allow for public comment on the conditional use permit request of Aaron Guerra of 1122 Main Street, Lomira to conduct an auto detailing/mechanic business from his residential home

Consider conditional use permit request for Aaron Guerra

Consider drainage revisions for RM Electric project at 380 Main Street

Adjourn

AGENDA: RULES, REGULATIONS & PARKS COMMITTEE
Chamber Room at 425 Water Street, Lomira
April 27, 2022 7pm

The committee will mee to discuss the following:

- Contract with Cintas for municipal building and shop cleaning supplies
- Contract with First Billing (PayaGov) for credit/debit card merchant services and terminate contract with Payment Service Network (PSN)

AGENDA: LOMIRA VILLAGE BOARD MEETING
Chamber Room at 425 Water Street, Lomira
April 27, 2022 7:30pm

Call to Order

Roll Call

Pledge of Allegiance

Consider minutes of previous meeting

Appearances and public comment

Consider placement of donated benches at Sterr Park provided by Lomira Ponds group

Consider granting an operator liquor license to Jessica Loomans

Consider committee assignments for the ensuing year

Consider Resolution #1016, appointing official Village bank

Consider Resolution #1017, appointing official Village attorney

Consider Resolution #1018, appointing official Village newspaper

Consider contract with PayaGov for credit/debit card processing

Consider contract with Cintas for municipal building and shop products and services

Committee Reports:

TIF #5: Discuss slurry sealing along Industrial and Technology Drive

Consider convening in closed session per WI Stats. 19.85(1)(f) to discuss personnel problems, which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such problems and then reconvene in open session

Adjourn

Jenna Rhein, Village Clerk-Treasurer

Agendas are posted in the following places: Lomira municipal building and website www.villageoflomira.com at least 24 hours before meeting(s)

PLANNING, ZONING & ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
APRIL 27, 2022

This meeting was called to order at 6:30pm by Chairman Donald Luedtke

Attendance: Donald Luedtke, Rick Pribnow, Scott Ritger, Peter Kuen, Jim Koenigs

Absent: Larry Fleischman, Lloyd Hanke

Public Attendance: Logan Dailey, Aaron Guerra, Nick Roskopf, Keith Joas, Jenna Rhein

The Commission discussed the conditional use permit request of Aaron Guerra of 1122 Main Street, Lomira to conduct an auto detailing/mechanic business from his residential home (garage). Aaron reported that most work is performed on the weekends between 7am and 8pm since he has a full-time job during the business week. The primary conduct of work will be auto detailing with light maintenance; no welding. Aaron and his business partner have another location they use for mechanical work. Aaron transfers waste oil to Mayville for proper recycling.

Motion by Scott Ritger, seconded by Rick Pribnow to grant a conditional use permit to Aaron Guerra of 1122 Main Street, Lomira to conduct an auto detailing/mechanic business from his residential home (garage) and the permit will have the following conditions: the business will follow commercial business codes with routine fire inspections, the permit is valid for one year and renewal will need to be applied for with the fee waived at renewal, and if the Police Department receives five or more complaints regarding the operations of the business within the year, the conditional use permit will be revoked. Motion carried.

Nick Roskopf presented the stormwater drainage plan revisions for RM Electric project at 380 Main Street. Excel Engineering provided a plan to slope the parking lot to the east for drainage to the catch basin, but the flume for the drainage is 1" deep. The Commission agreed the flume should be made deeper and wider or another catch basin should be installed on the property. Nick Roskopf will report the recommendations to Excel Engineering.

Motion by Peter Kuen, seconded by Rick Pribnow to adjourn at 7:03pm. Motion carried.

Jenna Rhein, Village Administrator-Clerk-Treasurer

RULES, REGULATIONS & PARKS COMMITTEE MEETING MINUTES
APRIL 27, 2022

This meeting was called to order at 7:04pm by Chairman Eric Kohlmann.

Attendance: Eric Kohlmann, Jennifer Priesgen, Donald Luedtke

Public Attendance: Nick Roskopf, Bryan Frank, Keith Joas, Jenna Rhein

Jenna Rhein presented a quote from Cintas for municipal building and shop cleaning products and services. Jenna reported that cleaning products and supplies are purchased wherever the best price is available, and she does the municipal building laundry. The program offered by Cintas will stock, replenish, and launder the cleaning products and supplies at a lower cost than is currently spent on cleaning products. The Cintas contract will not interfere with the janitorial staff duties. Nick Roskopf reported the use of cleaning products at the shop is minimal and the public works crew launders the shop rags at the garage as needed. The committee will make recommendation to the Board to approve the Cintas contract for municipal building products and services.

Jenna further reported a request to contract with First Billing (PayaGov) for credit/debit card merchant services. The Village has had a contract with Payment Service Network (PSN) since 2014 and the service is not very user friendly for residents or utility staff. First Billing provided a cost-effective quote and Jenna attended a demo of the service, which seemed more efficient than PSN. Jenna proposed the Village keep PSN through the next utility billing cycle and terminate the contract thereafter to make certain there is an operable and smooth transition to First Billing. The committee will make recommendation to the Board to approve a contract with First Billing.

Motion by Eric Kohlmann, seconded by Jennifer Priesgen to adjourn the committee meeting at 7:25pm. Motion carried.

Jenna Rhein, Village of Lomira Administrator-Clerk-Treasurer

VILLAGE OF LOMIRA BOARD MEETING MINUTES
APRIL 27, 2022

This meeting was called to order at 7:30pm by President Donald Luedtke.

Attendance: Eric Kohlmann, Jessica Loomans, Donald Luedtke, Gary More, Rick Pribnow, Jennifer Priesgen, Scott Ritger

Public Attendance: Al Todnem, Dan Feucht, Bryan Frank, Nick Roskopf, Keith Joas, Jenna Rhein

Dan Feucht spoke on behalf of the Lomira Ponds group and expressed concerns with Crystal Springs and Sterr Park ponds. The muskrats are creating more damage to the pond walls, and he is concerned that it will take a lot of money and time to make the necessary repairs. Nick, Keith and Dan will create a preventative plan, which does require DNR approval. Dan also requested ability to use a small boat in the ponds to perform some light maintenance on flag poles at the ponds. Approval was granted.

Motion by Tr. Priesgen, seconded by Tr. Ritger to grant an operator liquor license to Jessica Loomans. Motion carried.

Motion by Tr. Ritger, seconded by Tr. Pribnow to approve the committee assignments for the ensuing year. Motion carried.

Motion by Tr. Ritger, seconded by Tr. Priesgen to adopt Resolution #1016, appointing TSB Bank as the official Village bank for the ensuing year. Motion carried by roll call vote.

Motion by Pr. Luedtke, seconded by Tr. Ritger to adopt Resolution #1017, appointing Rick Manthe of Stafford Rosenbaum LLP as the official Village attorney for the ensuing year. Motion carried by roll call vote.

Motion by Tr. Priesgen, seconded by Pr. Luedtke to adopt Resolution #1018, appointing the Dodge County Pionier as the official Village newspaper for the ensuing year. Motion carried by roll call vote.

Motion by Tr. Ritger, seconded by Tr. Kohlmann to approve the contract with First Billing (PayaGov) for credit/debit card processing. Motion carried. The service will cost \$10/month and the customer fees will be 2.75% for debit/credit and 75cents for e-check payments. The Village has a contract with Payment Service Network (PSN) since 2014 and the service is not very user friendly for residents or utility staff. First Billing provided a cost-effective quote and Jenna attended a demo of the service, which seemed more efficient than PSN. Jenna proposed the Village keep PSN through the next utility billing cycle and terminate the contract thereafter to make certain there is an operable and smooth transition to First Billing. The Board also recommended that Jenna provide a flyer and QR code to advertise the new payment collection option.

Motion by Pr. Luedtke, seconded by Tr. Priesgen to approve the contract with Cintas for municipal building products and services. Motion carried. Jenna reported that cleaning products and supplies are purchased wherever the best price is available, and she does the municipal building laundry. The program offered by Cintas will stock, replenish, and launder the cleaning products and supplies at a lower cost than is currently spent on cleaning products. The Cintas contract will not interfere with the janitorial staff duties.

Nick Roskopf recommended portions of Industrial Drive and Technology Drive be slurry sealed since the road is deteriorating. Slurry sealing will extend the road life expectancy by ten to fifteen years. The estimated cost for the project will be \$85,400 and is a TIF eligible expense. The Streets Committee will meet to discuss this further.

Motion by Pr. Luedtke, seconded by Tr. Ritger to convene in closed session at 8:30pm per WI Stats. 19.85(1)(f) to discuss personnel problems, which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such problems and then reconvene in open session. Motion carried by roll call vote.

Motion by Tr. Pribnow, seconded by Tr. Ritger to return to open session at 9:50pm. Motion carried.

Motion by Tr. Ritger, seconded by Tr. Priesgen to adjourn at 9:50pm. Motion carried.

Jenna Rhein, Village of Lomira Administrator-Clerk-Treasurer